

United States Bankruptcy Court  
Eastern District of Washington

## **Matrix Format Guidelines for Non-Electronic Filers**

Pursuant to LBR 1007-2, a matrix containing the names and address of all creditors and equity security holders shall accompany each voluntary petition. The format of the matrix is either electronic, 3.5 inch floppy diskette, CD ROM, or DVD, or paper format. If a matrix is submitted on both disk and paper, the disk, CD ROM or DVD shall be controlling.

### **Name and Address Standards:**

- ◆ Names & Addresses are to be positioned in a single column.
- ◆ Use left margin justification.
- ◆ Creditor name & address shall not exceed four lines, maximum 34 characters per line.
  - ◆ First line - name of addressee. If creditor is an individual list the last name first, i.e., Doe, John; Doe, Dr John
  - ◆ Second & third lines - attention, c/o, street address and/or Post Office box address.
  - ◆ Fourth/last line - city, state, 5 or 9 digit zip code. The standard two letter abbreviation without punctuation is to be used for the state, i.e., WA, ID etc.
- ◆ Space three lines after the last line of the address and the first line of the next creditor.
- ◆ Creditor entries need not be alphabetized.
- ◆ List creditor once, even if there are multiple accounts.
- ◆ Do not include account numbers on the mailing list.

### **Electronic Format**

- ◆ Windows formatted 3.5 inch floppy diskette, CD ROM or data DVD.
- ◆ ASCII or Plain text file. File must have a .txt file extension.
- ◆ Name file with debtors last name, i.e., SMITH.TXT
- ◆ Diskettes, CD ROMs or data DVDs submitted to the clerk's office should be scanned prior to submission using an updated version of an anti-virus software.

### **Paper Format**

- ◆ Name and Addresses are to be on 8 ½ x 11 inch standard paper of good quality.

### **Change to creditor mailing list (LBR 2002-1 (d)(1)(c)):**

- ◆ Local Form 1007-2 Address Change form
- ◆ If adding more than two addresses, in addition to LF 1007-2 Address change form, submit additional creditors on 3.5 inch floppy diskette, CD ROM, data DVD or on 8 ½ x 11 inch paper.
- ◆ List only the names and addresses of additional creditors.
- ◆ See Name & Address Standards.

**Instructions for saving list of creditors to diskette, CD ROM or DVD**

If not using third party software package:

- ◆ Open word processing program and enter the creditor list in accordance with the Name and Address Standards (page 1).
- ◆ Choose the “Save As” function in your word processing software. Name the file with the debtor’s last name and the extension .txt. (i.e., smith.txt). In most software programs there will be a box that indicates the format of the document (i.e. Word Document, WordPerfect 6/7/8/9/10). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.
- ◆ Save file in correct format.
- ◆ Save creditors to a formatted diskette, CD ROM or DVD..
- ◆ Label diskette, CD ROM or DVD with debtor’s last name and attorney name. Do not use sticky labels that may detach.

If using third party petition software package:

- ◆ Save the creditors to a formatted diskette, CD ROM or DVD. Name the file with the debtor’s last name and the extension .txt (i.e., smith.txt).
- ◆ Close the software program and open the word processing program.
- ◆ Open the debtor specific .txt file and ensure that the mailing list complies with the Name and Address Standards (page 1).
- ◆ Choose the “Save As” function in your word processing software. In most software programs there will be a box that indicates the format of the document (i.e., Word Document, WordPerfect 7/8/9/10). This box is located under the name of the file. Click on the drop down arrow and select either ASCII DOS Text, Plain DOS Text or Text Only. These are the only formats that will be accepted.
- ◆ Save file in correct format.
- ◆ Label diskette, CD ROM or DVD with debtor’s last name and attorney name. Do not use sticky labels that may detach.

**Samples:**

Sample Creditor  
123 N Sample St  
Anywhere WA 88888



Another Sample Creditor  
PO Box 777  
Somewhere WA 77777